Tuesday, 6 October, 2020
Virtual Meeting
2:30 to 4:00 p.m.

1. **Welcome** – Luke Jenkins

2. **Approval of 9/1/ 2020 meeting minutes** – Motion to approve passed.

3. **Calendar Items** –
   - **OWL Customer Service Conference**: October 8th

4. **Updates from President’s Council and Board of Trustees** – Brett Perozzi, VP of Student Affairs
   - Potential class action suit on student fees and housing refunds. Originated at Dixie State. Make sure that all emails are kept for reference. The lawsuit is against the entire system of higher education. Our fees were reduced therefore we are doing pretty good.
     - The suit is only for Spring and Summer semesters. However it may have ramifications for the future depending upon the outcome.
     - System of HE is fighting the fight for all institutions. This could take several years.
   - **COVID-19 Testing**: Efforts to do testing. i.e.: Utah State spent a lot of money on testing when the pricing was high. We may know more from the state about testing for the campus community. Testing will be done for “surveillanced” testing as well as symptomatic testing across campus.
   - **Campus Climate Survey**:
     - Surveying of faculty, staff and students where they are related to campus culture, social justice issues.
     - Review the survey and determine if we want to add some questions?
     - Value: track over time to see if there are improvements, i.e. cultural empathy.
     - External survey done from an outside group.
     - Savannah is the POC working with the survey group.
5. Updates Faculty Senate Rep – Tim Herzog, Faculty Senate Chair (Unable to attend)

Casey Neville reported out;

- Current CREDIT/NC policy that was implemented because of COVID-19
  - Set to sunset Spring 2021
  - Committee organized to revisit if this needs to be extended. (Only 18 students used the option in summer semester.)
  - Concern: Faculty members may have been more forgiving the first semester than they are during fall semester. Revisit the numbers before making a decision to sunset the option.
  - CR/NC is not necessarily good for students who want to get into graduate school.
  - Is there anyone from SAC that wants to be part of the committee: Recommendation to have an academic advisor participate on the committee. (UAC, or former SAC members, or members from the remote work committee.) **ACTION ITEM: Forward names to Tim Herzog**

- Meetings Verbiage:
  - Reminder about guidelines for FTF meetings and the need to provide a Zoom component.
  - Does SAC support for the joint meetings online verbiage.
  - DECISION: Yes, we would like the document to be a joint statement that goes out from the Faculty Senate and SAC.
  - Question: Is this happening in one area? Can we give a heads up to the VP over the area? Casey Neville: It has been multiple colleges and departments where it is happening. President Mortensen and Ravi were both present in the meeting where this was discussed.
  - **ACTION ITEM: Send suggestions to Tim or Casey about the language.**
    Acknowledgement about the extra effort that goes into setting up the dual modality (Aubrey Jenkins-Lord).
6. **Updates from HR** – Jessica Oyler, Assistant VP of Human Resources

- Winter Break: Email sent out to campus 10/5/2020. Some offices will need to be open over the break. Any openness will require VP approval. If there are any issues, HR or SAC can mediate. i.e. FM will be needed, accounting, etc. Those working will be able to take leave at a different time.
  - What communication has been sent to students about the campus being closed during the winter break.
  - Residence Halls: (Brett) does someone from FM need to coordinate with the residence halls about snow removal because it will still need to be done during those weeks that the rest of campus are off.
  - Assess staff & students after the break to determine how it affected them. This year and next year the academic calendar provides an extra week before students begin school again.

7. **Discussion**

- **PPM 3-15 (Personnel Relations)** Discussion on changes - Jessica Oyler
  - Updated to include a new law on abusive conduct: new options for mediation, disciplinary etc. (Note: in new format for PPMs)
    - Delineates the process
  - 4.1.2 addresses some of the items redlined - that is why they are redlined
  - Where the issue starts determines where is it facilitated: Faculty/Staff? It will essentially channel through both processes. A staff person would be represented by HR (PPM 3.31).
  - Are tenured faculty afforded additional protections as a chair or dean? There have been instances where an administrator is removed from a post but they still remain tenure.
    - Casey: We are revisiting this because there have been abuses by faculty to staff members. We want this to be a staff and faculty proposal.
- **Short term disability insurance options for staff** - Jessica Oyler
  - Jessica spoke with other HR teams at USHE institutions.
- Requires to contract with a group: 35% of your people sign up for the benefit.
- Offer a contract that is employee paid through something like AFLAC.
- Add to our sick leave policy and extended sick leave policy for catastrophic events. To qualify for a long-term disability. Not everyone has enough leave to pay for 90 days until LTD kicks in. This would be a good piece to add to our benefits.
  a. Catastrophic provision will help many staff.
- Kevin Goodrich Comment: Saving all of your sick leave and vacation to make it through the 90 days until LTD kicks in. (Could take 3 years to get this saved up.)
- **ACTION ITEM:** Jessica will edit the policy and bring it back to SAC.

- **Student Success Speaker Series - Gail Niklason**
  - Scheduling speakers and events for next year and the committee wants to cover faculty and staff needs. (Lynn Mahoney)
  - Brett Perozzi: Julian Kinsey
  - Amy Huntington: President of Amarillo College: Student Success/Retention/Graduation
  - Tim Renick from GA State
  - **ACTION ITEM:** Send recommendations to Gail to include.

- **Academic Advisors Feedback - Amy Huntington**
  - Equity issue from academic advisors in colleges and SSC: They were not given bonuses that faculty were given through CARES act funding. Academic Advisors likewise had to make adjustments practices because of COVID-19.
  - SAC response: Consulted HR and VPs. AA deserve to be recognized for their extra efforts, but their efforts did not fall under the parameters for CARES Act funding. Narrow scope for
instruction funding only. There were pockets of individuals that received bonuses across campus, but that funding was not CARES Act funding. University awarded raises and one-time bonuses. This did not happen at all universities.

- ACTION ITEM: Redacted copy of the SAC Response to all SAC Committee members

8. Standing Subcommittees Updates
   - Staff Equity – Amy Huntington
     - Work on the SAC bylaws
     - ACTION ITEM: Check back with Luke about anything new.
   - Super Staff Awards – Alex Ward
     - No updates
     - Question: Do we want to keep our own event? Or roll it into the main campus event (5/10/15/20 years; retirements, presidential outstanding staff award, etc.).
   - New Employee Orientation - Shannon Sanders
     - Still in the research phase. Consulting Cindy in HR. Consulting Gail as well.
     - Gifts and grab bags: Do these already exist? YES- Anita Preece has a supply. Check with her on the location of the swag.
     - Video: There is an existing video, however it might be time to do a new one. (Testimonials about the new parental leave policy.) Luke will get the link for the video.
   - Public Relations & Communication – Kimberly Love
     - No formal meeting yet. ACTION ITEM: New members send pics to Kim to put on the website.
   - Elections – Gail Nikalson
   - Legislative Rep (with UHESA) – Kimberly Love

9. Ad-Hoc Committees/Assignments
- **Work Group Topics Google Sheet**
- FAQ's for staff and supervisors
- HR Alternative Work Agreement already in the works and being used.
  FAQ's based on our discussions as well as this document.
  - **Staff Retention and Exit/Transfer Data: Megan Moulding**
    - Meeting with Jessica about exit forms:
      - Who sees them?
      - Who participates?
      - How many forms submitted vs. the # of those leaving?
      - Does exit form apply to hourly employees?
      - Emphasis on confidentiality on the forms to get more responses.
      - PREP process and Career ladders: Not mentioned in the exit survey
      - Add questions about training, transportation, define “health,” isolation (lack of camaraderie).
      - Staff retention dashboard for transparency
      - Internal job board
      - Communication with HR about desire to leave job before they leave their job.
  - **Parking - Luke Jenkins**
    - Email to exempt. Shuttle is to the university village. W-4 lot may be used by the chiller plant and north endzone: 30 minutes of fast wifi - must stay in your car. Covered parking lot is open & generates power.
    - Annexes 1 & 4 will be torn down by Birch and converted into parking. New traffic will result in a new round-about on Country Hills Drive.
    - Can we get more idle-free signs in the parking lots
  - **Non-WSU Education Benefits: Paige Davies (On a search committee representing SAC)**
  - **Faculty/Staff Hiring & Development Subcommittee: Raeanna Johnson**
10. Q & A: SAC

- Faculty member asked to be part of a diversity committee? This is probably a subcommittee for the strategic planning committee. Luke attended the committee today. (Inclusion and Diversity was identified as one of the four-five areas that we need to focus on in our strategic plan.)
- Academic Affairs: Diversity, Equity and Inclusion statement is being worked on by a committee. Eric Amsel is heading up the committee. Aubrey represents SAC.
- Which committee should look at onboarding/training? ACTION ITEMS: Shannon and Helen. Cathy to connect with Shannon and Helen to express concerns & issues.
- Zoom links go out individually with a link that is only for you. A separate link goes out for attendees.

11. Q & A: Audience

12. Next Meeting – Tuesday 4 November 2020 (Modality: Zoom)

Staff Advisory Council Attendance:

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<th>Member</th>
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<tr>
<td>Luke Jenkins, Chair</td>
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<td>Helen Fink</td>
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<td>Gail Nikalson, Chair Elect</td>
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<td>Paige Davies</td>
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<td>Amy Huntington, Past Chair</td>
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<td>Aubrey Lord</td>
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<td>Kim Love, Recorder</td>
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<td>Raeanna Johnson</td>
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<td>Shelly Belflower</td>
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<td>Patty Rasmussen</td>
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<td>Janae Chafee</td>
<td>Excused</td>
<td>Shannon Sanders</td>
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<td>Cathy Christensen</td>
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<td>Alex Ward</td>
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**Other Attendees/Visitors:**

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<th>Name</th>
<th>Position/Role</th>
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<tr>
<td>Brett Perozzi</td>
<td>VP Student Affairs</td>
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<tr>
<td>Jessica Oyler</td>
<td>Asst. VP of HR</td>
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<tr>
<td>Tim Herzog</td>
<td>Chair, Faculty Senate</td>
<td>(Casey Neville) x</td>
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**Count Online Attendees:**

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<th>Total online attendees:</th>
<th>Peak of 9 guests</th>
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